

**BY ORDER OF THE COMMANDER
19TH AIRLIFT WING**

LITTLE ROCK AFB INSTRUCTION 10-401

22 JULY 2016



Operations

**DEVELOPING AND MAINTAINING BASE-
LEVEL PLANS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 19 AW/XP

Certified by: 19 AW/XP
(Mr. Ronald Decker)

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This instruction implements AFPD 10-4 and applies to Little Rock AFB (LRAFB) and tenant organizations. This instruction may not apply to Air National Guard or Air Force Reserve units. This instruction amplifies guidance in AFMAN 10-401, Volume 2, *Planning Format and Guidance*, establishing standard formats and coordination procedures for developing base-level plans. It also provides guidance for establishing and maintaining the unit plans program. This instruction shall be used in the absence of applicable governing directives or instructions. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*.

SUMMARY OF CHANGES

This instruction is a new publication and must be reviewed in its entirety.

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1. Purpose. This document provides guidance for the development and maintenance of locally produced plans and the plans program. Most LRAFB organizations do not write plans on a regular basis and are unfamiliar with the format. This guide ensures standardization and the production of a professional product. In the absence of higher-level directives, this instruction shall be used for all 19 AW plans.

2. Reference. AFMAN 10-401, Volume 2, Annex C, provides the source information for this guide. Although the referenced manual specifically addresses operations plans (OPLANS), concept plans (CONPLANS) and functional plans (FUNCPLANS); it includes provisions to use the suggested format in the absence of any other directives for Base Level Plans. An example *standard* plan is in [Attachment 4](#). This instruction provides guidance for the development and maintenance of plans at the unit level.

3. Plan Format. Wing plans are written in the format of the plan, instruction supported and/or as prescribed in a higher headquarters directive. If no prescribed format exists when developing a plan, use the format in Attachment 4, this instruction, for locally developed plans. For plans supporting higher headquarters OPLANS, CONPLANS, and FUNCPLANS the format can be found in AFMAN 10-401, Volume 2 as a guide. Annex designations for local plans may be realigned as required. Normally, all plans, unless otherwise directed by an instruction will have the following elements in the order listed: Cover, Letter of Transmittal, Security Instructions & Record of Changes and Annual Review, Plan Summary, Classification Guidance (as required), Table of Contents, Basic Plan, Annexes, Appendices, Tabs, Exhibits or maps, Execution

Checklist (Annex X), Acronyms (Annex Y), Distribution List (Annex Z) and Distribution Change Memorandum. The following paragraphs discuss each element, accompanied by detailed examples of the accepted format for each.

3.1. Plan Cover. The cover must show the date of the basic plan, the overall classification of the plan, the issuing Headquarters, the short title and Plan Identification Number (PID) of the supported OPLAN/CONPLAN, if any, or name of the supported plan if HQ USAF originated. Locally produced plans that do not support HHQ plans will use their unit designator, plus a three-digit number and the calendar year, e.g., 19 AW 001-08. Restricted data or formerly restricted data when required, downgrading/declassification instructions and “CLASSIFIED BY:” lines are shown on the lower portion of the cover if the plan is classified. Covers will not contain any classified information ([Attachment 4](#)).

3.1.1. Classification. Most local plans are not classified, but are “FOR OFFICIAL USE ONLY.” Mark classified plans IAW DoDM 5200.01, Volume 2, *DoD Information Security Program: Marking of Classified Information* and AFI 16-1404, *Air Force Information Security Program*. Stamp applicable plans “FOR OFFICIAL USE ONLY” on the bottom of each page to include the front and back covers IAW AFI 33-332, *Air Force Privacy and Civil Liberties Program*. Classified plans must be red and stamped on the top and bottom, front and back of each page to include the front and back cover; appropriate classification are either “Confidential, Secret, or Top Secret.” At a minimum plans will be marked as “FOR OFFICIAL USE ONLY.”

3.1.2. Header. Use Times New Roman font, 14 pitch, bold print. Refer to [Attachment 4](#). The header on the front cover for 19 AW plans and LRAFB plans follows:

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 19TH AIRLIFT WING
LITTLE ROCK AIR FORCE BASE, ARKANSAS 72099-5000

3.1.3. Unit Shields. Place the wing shield (2.5 x 2.3) on the front cover ([Attachment 4](#)).

Figure 1. Unit Shield.



3.1.4. Designation and Title. All plans (i.e., OPLAN, CONPLAN, etc) that follow standard (annex) formatting shall be designated as a “PLAN.” If the plan originates within the 19 AW and tasks other units subordinate to the wing, then the plan should be a 19 AW plan because it does not affect tenant units. If numerous associate organizations to include tenant units are involved, or if the scope of the plan encompasses a majority of

the base populace, designate the plan as a LRAFB plan. The designation of the plan is left to the discretion of the originator. Plans have two titles: a long title (e.g., Little Rock Air Force Base (LRAFB) Plan 001-11) and a short title (e.g., LRAFB PLAN 001-11). Annotate the front cover with the short title of the plan. Locally produced plans that do not support HHQ plans will use their unit designator, plus a three-digit number and the calendar year as identified in this paragraph, line eight.

3.1.5. Date: The date on the front cover of the plan corresponds to a date of when the 19 AW/CC signs the letter of transmittal of the applicable plan. Date the front cover of the plan, as well as all of the sections of the body of the plan as follows: DD (FULL MONTH) YYYY.

3.1.6. Plan Identification Number (PID). Supporting plans written by LRAFB units should follow the plan designator guidance provided by HHQ. Locally produced plans that do not support HHQ plans will use their unit designator, plus a three-digit number and the calendar year (i.e., 19 AW 001-11).

3.1.7. Classification Information. If the plan is classified, include the "CLASSIFIED BY:" and "DECLASSIFY ON:" entries on the front cover.

3.1.8. Headquarters address (upper right corner) for all 19 AW and LRAFB plans and plan subdivisions (Annexes, Appendices, Tabs, and Exhibits) will use the following format. Use Times New Roman font, 8 pitch, bold in the header:

HQ 19 AW
LITTLE ROCK AFB AR 72099-5000
(31 AUGUST 2011)

3.2. Letter of Transmittal. The Letter of Transmittal implements the plan and supersedes the previous plan. It briefly tells with whom the plan was coordinated, identifies the OPR, instructs the recipient to respond to the OPR within 60 days with any problems encountered with the plan, and provides disposition instructions for the superseded plan. The 19 AW/CC and the appropriate associate agency commander, if required, will sign the letter (See **Atch 4** for sample).

3.3. Security Instructions, Annual Review and Record of Changes. The security instructions must include the long and short titles of the plan and *must be the first page* (i) following the letter of transmittal. The Annual Review and Record of Changes for the plan may be included on the same page. The instructions must contain:

3.3.1. Classification for supporting plan development or plan execution, which:

3.3.1.1. Precisely identifies informational elements to be protected, using categorization to the extent necessary.

3.3.1.2. States which classification designation applies (Top Secret, Secret, or Confidential) to each element or category of information.

3.3.1.3. States declassification instructions for each element or category of information.

3.3.2. Any special access program requirements, such as; Briefing and debriefing requirements.

3.3.2.1. Dissemination instructions.

3.3.2.2. Reproduction limitations.

3.3.2.3. Use of “Nicknames, Code Words, and Exercise Terms.”

3.3.3. Classification. If the plan is classified, mark the top and bottom of the page accordingly (refer to paragraph 3.1.1.) Annotate the bottom right of the page with the “CLASSIFIED BY:” and “DECLASSIFY ON:” statements.

3.4. Plan Summary. The plan summary is used to provide a brief recapitulation of the mission, general situation, concept of operations, major force requirements, command arrangements, and commander’s appraisal of the logistics feasibility and transportability of the plan. Attachment 4 illustrates the format for the plan summary. If the plan is CLASSIFIED, include portion markings and page classification markings.

3.5. Classification Guidance. For *classified* plans, insert a Classification Guidance page after the Plan Summary to identify the required level and the established duration of protection for specific subjects connected with the plan.

3.6. Table of Contents. Prepare the Table of Contents as shown in Attachment 4. Annexes, Appendices, Tabs, and Exhibits will be assigned appropriate designations as shown in the example. If a designated Annex, Appendix, Tab, or Exhibit is not used, state so in the Table of Contents. The remaining elements will retain the prescribed designators. Note: Annex designations for local plans will be realigned as required.

3.7. Basic Plan. Attachment 4 contains an example format and suggested content of the basic plan. It includes the following five main paragraphs: Situation, Mission, Execution, Logistics and Administration, and Command and Control (C2). The basic plan will be signed by the wing commander or designated representative. Include a list of references as described in the example in [Attachment 4](#).

3.8. Tasked Organization(s) - Annex A. Tasked Organization lists all major elements directly tasked under the specific plan.

3.9. Classification of Elements. Mark each individual element (paragraph, figure, diagram, map, picture, etc.) within a classified plan with the appropriate classification level. Mark the top and bottom of a classified page with the highest classification level of its content. Classification markings within the plan must conform to the format prescribed in this paragraph and in the example in Attachment 4 regardless of classification level. At a minimum plans will be marked as “FOR OFFICIAL USE ONLY.”

3.10. Annexes, Appendices, Tabs, and Exhibits. List annexes used for the plan on the final page of the basic plan. List other attachments (appendices, tabs, exhibits, or maps) on the final page of any attachment that has further attachments. The basic plan should refer to each annex that has been prepared; however, information provided in the basic plan is not normally repeated in the attachments. If the plan is short, annexes (except for Annex A and Annex Z) do not have to be included if all the pertinent information is included in the basic plan.

3.10.1. Operations Security (OPSEC). Contact your unit OPSEC Program Manager or coordinator in developing your plan. An OPSEC section must be included in each respective annex in all plans (IAW AFI 10-701, para. 3.1.3).

3.10.2. Annex Signature Blocks: The annex will be signed by the appropriate annex OPR (for example, group or squadron commander, agency chiefs, etc.). Hard copy signatures are not required on each annex; it is acceptable to use //Signed//initials/rank/date//. Supporting documentation for signatures must be available (i.e., ESSS, SSS, etc)

3.10.3. Appendices, Tabs, and Exhibits Signature Blocks: Appendices, tabs, exhibits, and maps do not require signature or authentication except when distributed separately from the basic plan or if the appendix, tab, exhibit or map is the responsibility of another organization.

3.11. Execution Checklist. Some plans may require an execution checklist (depending on the complexity, number of organizations involved, time criticality, etc.) of implementation actions. All units impacted by a plan will develop a checklist to indicated appropriate actions for their group or squadron; these checklist must be briefed to Key Personnel designated by their commander within 60 days of assignment and then annually as a refresher.

3.11.1. This annex specifies actions, organizations involved, and the timing for required actions in a checklist form ([Attachment 4](#)).

3.12. Acronyms: Annex Y. For quick reference, a consolidated list of all acronyms used throughout the plan will be identified.

3.13. Distribution: Annex Z. The distribution list accounts for all copies of the plan and informs users which agencies and headquarters maintain copies of the plan. It is imperative each organization tasked in the plan (to include the OPR and support organizations) is on the distribution list (Attachment 4). Also, all base agencies that develop plans are required by this instruction to comply with the development process outlined in Attachment 3 and must provide a disk copy of the plan in addition to the hard copy(ies) for 19 AW/XP. The right column of Annex Z, (Attachment 4), COPY NO, is only required for classified plans.

4. Administrative Instructions. Refer to AFMAN 10-401 Vol 2, Annex C, for guidance concerning the planning of annexes and administrative policy and procedures that affect the content and organization of annexes. The five major paragraphs of each plan (see paragraph. 3.7.) must be listed in each plan developed with the designated headings, even if they are not applicable to the plan written. If they are not applicable, “Not Applicable” should be inserted after the paragraph title (for example, “4. ADMINISTRATION AND LOGISTICS. Not Applicable.”) This method permits standardization and enables immediate reference to a standard paragraph when seeking specific information. The subparagraphs shown in Attachment 4 only provide suggested areas for coverage. These do not specify mandatory subparagraphs.

4.1. Paragraph and Subparagraph Designations. Designations for subdividing, numbering, and lettering paragraphs are: 1., a., (1), (a), 1., a., (1), and (a) respectively.

4.2. Subparagraph Indentation. When a paragraph is subdivided, it must have at least two subdivisions. Each progressive subdivision of a paragraph is initially indented an additional five spaces.

4.3. Page Numbers. Pages are numbered at the bottom center to indicate the page order within each element of the plan. Thus, page C-1-A-3 denotes page 3 of Tab A to Appendix 1 to Annex C. The text of the plan is single-spaced.

4.4. Dates for Plans Elements. Each separate element of a plan must bear the date of issue or revision. Until a plan is revised, all elements should bear the same date of issue.

4.5. Rules for Capitalizing and Underlining.

4.5.1. Use the following format to refer to specific annexes and other attachments: Initial Capitals.

4.5.2. Capitalize and underline paragraph titles as follows: SOLID CAPITALS.

4.5.3. Designate subparagraph titles in the following format: Initial Capitals.

5. Changes. A plan should be changed, rather than revised if the total adjustments (new or changed material) affect less than 30 percent of the basic plan, including all attachments. If the plan needs revision, follow the recommended process as identified in **Attachments 3, 5, and 6**. Immediately after the plan has been reviewed forward the results of the review to the plan OPR. If you are the plan OPR, forward the results of the complete review to 19 AW/XP no-later-than 30 days after the anniversary month of the plan. See **attachment 7** for format of the Review Letter. Changes to the plan will be electronically completed by each plan OPR and the final updated plan provide to 19 AW/XP who in turn will post the updated plan to the 19 AW/XP SharePoint: <https://cs3.eis.af.mil/sites/OO-XP-MC-68/default.aspx>.

5.1. Identifying Changes:

5.1.1. All changes must include the date and classification of the basic plan. This information must be included in the letter of transmittal accompanying the change.

5.1.2. The change number and date of the change shall be written in parenthesis below the page number for all page changes.

5.2. Change Methods (for classified plans only).

5.2.1. The preferred method of change is the page change. Page changes re-issue all pages containing changes. A vertical line placed in the margin indicates new or changed material.

5.2.2. Pen and Ink changes are permissible but should be used only for minor corrections, such as changes to numbers, dates, single words, short phrases, etc. If page changes are also being made, the pen and ink changes are listed on the change letter of transmittal or on the AF Form 1565, **Entry, Receipt and Destruction Certificate**, if required.

5.3. Classification. If the changes affect classified portions, follow the guidelines in AFI 16-1404 for marking the changes and preparing the AF Form 1565.

6. Plan Program Management. This section spells out specific responsibilities of each agency in the planning process.

6.1. CHIEF, WING PLANS AND PROGRAMS (19 AW/XP) will:

6.1.1. Administer the wing planning program.

6.1.2. Be responsible for approving all plan changes and reviews.

6.1.3. In conjunction with the Chief of Wing Plans, review all plans before final submission, publication and distribution.

6.2. CHIEF, WING PLANS (19 AW/XP) will:

- 6.2.1. Manage the wing plans process, as spelled out in this instruction.
- 6.2.2. Maintain a Plans Summary and Index of all 19 AW Plans and host it on the 19 AW/XP SharePoint for all affected Wing/tenant organizations to reference.
- 6.2.3. Update the Plans Summary and Index 5 on an annual basis or as required.
- 6.2.4. In conjunction with 19 AW/XP, review all wing plans before final submission, publication, and distribution. Ensure all reviews have been coordinated appropriately (See para 2.9.).
- 6.2.5. Ensure proper distribution of wing plans to tasked organizations, HQ Air Mobility Command (AMC), 18th Air Force, and any other HHQ organization, as required.
- 6.2.6. Ensure all plan OPRs are reviewing plans thoroughly on an annual basis.
- 6.2.7. Conduct Staff Assistance Visits (SAVs) on an annual basis and provide findings to group and tenant unit commanders and PRs.
- 6.2.8. Brief 19 AW/CC on plans status on an annual basis.
- 6.2.9. Develop a plans instruction (this document), outlining specific information essential to the continuity of plans responsibilities.
- 6.2.10. Coordinates plan reviews with all affected agencies. See attachments 9, 10 and 11 of this instruction.
- 6.2.11. Package and staff all plans for 19 AW/CC signature. See attachment 12.
- 6.2.12. Post all unclassified plans and plan changes to 19 AW/XP SharePoint.
- 6.2.13. Maintain all classified plans in 19 AW/XP and provide access to commander's/PRs on a 24/7 basis as required.

6.3. GROUP AND TENANT UNIT COMMANDERS will:

- 6.3.1. Appoint a primary and alternate PR in writing. Include security clearance, phone number, and e-mail address. Forward all appointment letters to 19 AW/XP.
- 6.3.2. Ensure newly appointed PRs are trained within 30 days of appointment.
- 6.3.3. Ensure plan OCRs coordinate/review plans on an annual basis.
- 6.3.4. Designate Key Positions/Personnel, in writing, who will receive plans briefings from the PR.
- 6.3.5. Ensure PRs provide an annual briefing for Key Personnel regarding plans and checklist that affect the group and their respectable squadrons.

6.4. PLANS REPRESENTATIVES will:

- 6.4.1. Maintain a plan continuity binder in the format provided with in this instruction.
- 6.4.2. Maintain all plans listed in Index 5. Ensure all plans are current and post required changes as they occur. Plans can be maintained either as hardcopies or electronically; however, units must reference the 19 AW/XP Index 5 to ensure the most current copy is valid. Review and document the review of all plans on an annual basis.

6.4.3. Provide and document the Key Positions/Personnel brief (group and unit commanders at a minimum) within 60 days of taking command and then annual as a refresher. Briefing will cover all plans that affect the group or squadron and all checklist supporting unit actions within the plan.

6.4.4. Maintain copies of supporting documentation, changes, etc for plan updates.

6.4.5. Request access to 19 AW/XP SharePoint.

6.4.6. Identify all Limiting Factors (LIMFAC) to appropriate group and squadron commander, Plan OPR and 19 AW/XP.

6.4.7. Conduct semi-annual Self Inspection using the Plans Representative Staff Assistance Visit/Self Inspection Checklist. See Attachment 2.

6.4.8. Ensure OPRs within their unit are reviewing and coordinating plans properly.

6.4.9. Provide weekly plan status updates to 19 AW/XP for all unit plans in initial draft or annual review status.

6.5. PLAN OPR/PR RESPONSIBILITIES will:

6.5.1. Notify 19 AW/XP of the intent to produce or change a wing plan or annex in accordance with the annual review schedule or other applicable guidance (HHQ directive, etc.)

6.5.2. Comply with the procedures and formats in this instruction and all applicable referenced publications when preparing a new plan, revising a current plan, or issuing a change to an existing plan.

6.5.3. Unless directed by HHQ or 19 AW/XP, annual reviews will be completed by the OPR in the anniversary month of the basic plan date.

6.5.4. Maintain copies of all correspondence, changes, etc., to support plan updates.

6.5.5. Provide 19 AW/XP an electronic copy of all changes to plans electronically, identifying the change with a bar on the left hand side of the paragraph changed.

6.5.6. Provide 19 AW/XP an electronic copy of all new/revised plans, to include Comment Resolution Matrix (CRM) and initial/final coordination E-SSS's.

6.5.7. Monitor all plan preparation, review, revision and change actions through appropriate suspense deadlines, as well as follow-up actions.

6.5.8. Use the Comment Resolution Matrix (CRM) to track group and squadron inputs.

CHARLES E. BROWN JR., Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDM 5200.01, Volume 2, *DoD Information Security Program: Marking of Classified Information*

AFPD 10-4, *Operations Planning: Air and Space Expeditionary Force Presence Policy (AEFPP)*

AFMAN 10-401, Volume 2, *Planning Formats and Guidance*

AFI 16-1404, *Air Force Information Security Program*

AFI 33-332, *Air Force Privacy and Civil Liberties Program*

AFI 33-363, *Management of Records*

Abbreviations and Acronyms

C—Confidential

CONPLAN—Concept Plan

CRM—Comment Resolution Matrix

IAW—In Accordance With

LIMFAC—Limiting Factor

INDEX 5—Little Rock Air Force Base Index 5

OPLAN—Operation Plan

OPR—Office of Primary Responsibility

PID—Plan Identification Number

S—Secret

TS—Top Secret

PR—Plans Representative

Attachment 2

PLANS REPRESENTATIVE (PR) STAFF ASSISTANCE VISIT/SELF INSPECTION
CHECKLIST

| NO. | ITEM | Yes | No | NA |
|-----|--|-----|----|----|
| 1. | Does the PR maintain a plans continuity book? | | | |
| | | | | |
| 2. | Does the unit plans binder contain the following: | | | |
| | TAB 1: Appointment Letter(s): | | | |
| | a. Is a current Plans Representative Primary/Alternate Appointment Letter in proper format? (LRAFB I 10-401, Para. 6.3.1) | | | |
| | b. Is a copy of appointment letter on file at 19 AW/XP? (LRAFB I 10-401, Para. 6.3.1) | | | |
| | | | | |
| | TAB 2: Quick Reference Checklists for implementing plans impacting unit? (Can be placed with each plan if not in continuity book.) | | | |
| | | | | |
| | TAB 3: STAFF ASSISTANCE VISIT (SAV) | | | |
| | a. SAV Schedule | | | |
| | b. Copy of SAV Checklist (Blank) | | | |
| | c. Copy of last two SAV results? | | | |
| | d. Copy of corrective action provided to 19 AW/XP? | | | |
| | e. Copy of completed Semi-Annual Self Inspection? | | | |
| | | | | |
| | TAB 4: Guidance and Instructions Maintained (Current): | | | |
| | a. LRAFB I 10-401, <i>Developing and Managing Base-Level Plans</i> | | | |
| | b. AFI 10-401, <i>Air Force Operations Planning and Execution</i> | | | |
| | c. Plan Summary and INDEX 5, <i>Index of Plans</i> | | | |
| | | | | |
| | TAB 5: TRAINING: | | | |
| | a. Has PR received training within 30 days of assignment? (LRAFB I 10-401, Para. 6.3.2) | | | |
| | b. Does PR have copies of certificates of training on file? | | | |
| | | | | |
| | TAB 6: Key Personnel Briefing: | | | |
| | a. Has the commander designated key positions/personnel in writing? (LRAFB I 10-401, Para. 6.3.4) | | | |
| | b. Are key positions/personnel briefed within 60 days of assignment and annually thereafter? (LRAFB I 10-401, Para. 6.4.3) | | | |
| | c. Is briefing documented? (LRAFB I 10-401, Para. 6.4.3) | | | |
| | | | | |
| | TAB 7: ANNUAL PLANS REVIEWS | | | |

| | | | | |
|----|---|--|--|--|
| | a. Has the unit conducted annual review(s) of all required plans and documented reviews accordingly (LRAFBI 10-401, Para. 6.4.2)? | | | |
| | | | | |
| | TAB 8: UNIT SPECIFIC ITEMS (Plans Locations (i.e., classified plans)) | | | |
| 3. | Plan Summary and INDEX 5 Requirements: | | | |
| | a. Does unit maintain required plans IAW INDEX 5 (either electronic or hardcopies)? (LRAFBI 10-401, Para. 6.4.2) | | | |
| | b. Are the plans on file current IAW INDEX 5? (LRAFBI 10-401, Para. 6.4.2) | | | |
| | c. Have changes to plans been properly posted to required plans? (LRAFBI 10-401, Para. 6.4.2) | | | |
| | | | | |
| | Does the PR have access to all required classified plans (24/7)? (LRAFBI 10-401, Para. 6.2.13) | | | |
| | | | | |
| | Is the unit commander or designated representative aware of plans and required checklist items affecting the unit? (See Key Positions/Personnel Brief) | | | |
| | Have Limiting Factors (LIMFACs) been identified to Commander, the plan OPR and 19 AW/XP? (LRAFBI 10-401, Para. 6.4.6) | | | |
| | | | | |
| | Plan Coordination (internal): | | | |
| | a. Has PR maintained all coordinating documents with affected units, flights, elements affected? (LRAFBI 10-401, Para. 6.5.4) | | | |
| | b. Has PR maintained consolidated inputs to 19 AW/XP (i.e., SSS, Letter of Changes) signed by commander? (LRAFBI 10-401, Para. 6.5.4) | | | |
| | | | | |
| | Have OPR for specific plans: | | | |
| | a. Ensured plans have been properly marked with highest level of classification? For those with no classification have plans been marked with "For Official Use Only?" (IAW AFI 33-332) | | | |
| 8. | b. Has a specific section/paragraph been identified for OPSEC? (IAW AFI 10-701) | | | |
| | c. Has unit coordinated with 19 AW/XP prior to making revisions to plans for which the unit is OPR? (Plans will not be sent to 19 AW/CC without being routed through 19 AW/XP) | | | |
| | d. Have proper plans & preparation procedures IAW LRAFBI 10-401 been used by unit where applicable? | | | |
| | e. Are plans that the unit is OPR for in proper plans format, IAW LRAFBI 10-401? | | | |
| | f. Does OPR maintain and have file copies of all coordinated documents for units affected by the plan (i.e., SSS, letter | | | |

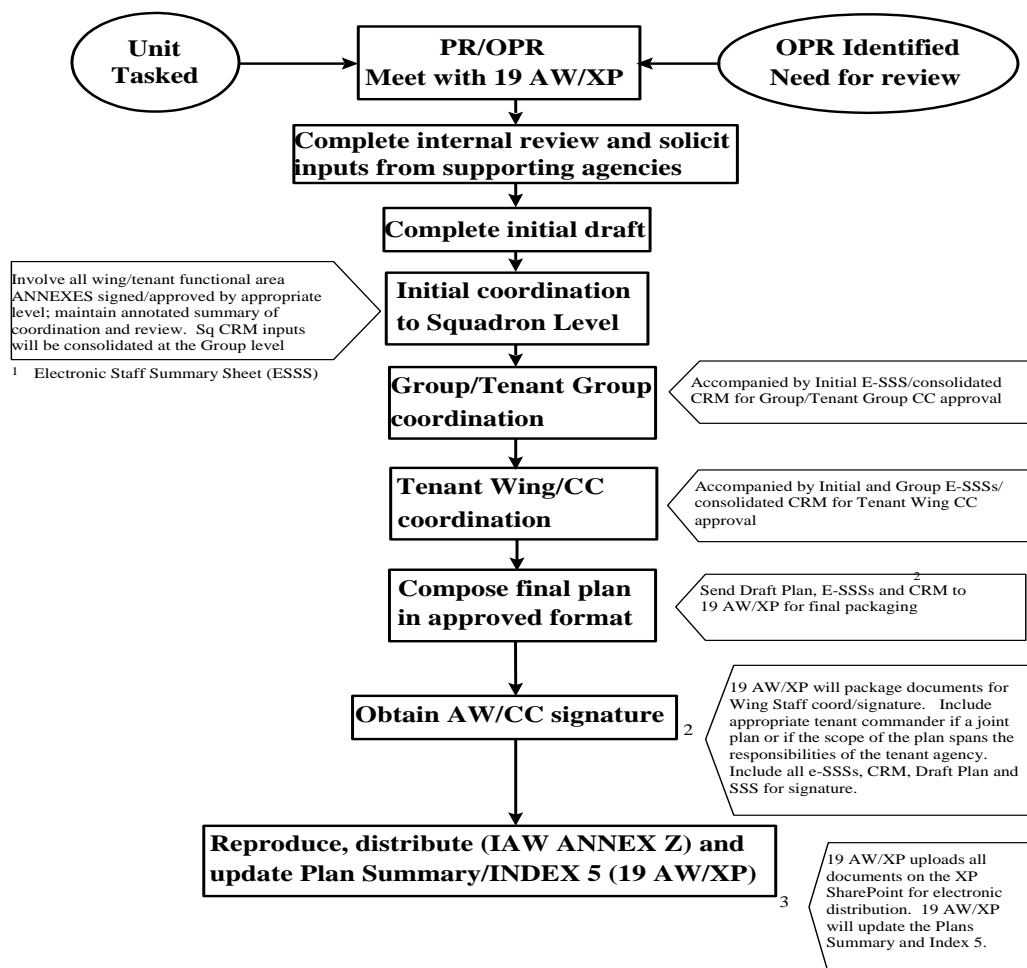
| | | | | |
|----|--|--|--|--|
| | requesting changes, etc)? (LRAFB I 10-401, Para. 6.5.4) | | | |
| | | | | |
| 9. | Written documentation reflecting status of all posted plans (i.e. missing, outdated, plans under revision, or plans maintained elsewhere in unit) on hand or the most current LRAFB Plans Summary? | | | |

Attachment 3

PLAN REVISION FLOW CHART

Plan Revision Flowchart

Base-Level Planning Process



Attachment 4

CLASSIFICATION

(overall plan)
Bottom only for FOUO

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 19TH AIRLIFT WING (AMC)**

LITTLE ROCK AIR FORCE BASE, ARKANSAS 72099-5000



**19 AW PLAN XXX-XX
OPR: (OFFICE SYMBOL)
(DATE)**

CLASSIFICATION
(overall plan)

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**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 19TH AIRLIFT WING (AMC)
LITTLE ROCK AIR FORCE BASE, ARKANSAS**

MEMORANDUM FOR SEE DISTRIBUTION, ANNEX Z

FROM: 19 AW/CC
1250 Thomas Avenue
Little Rock AFB, AR 72099-5000

SUBJECT: (Plan Title and Number)

1. Attached is (plan designation) which provides guidance for preparing base-level plans. Requests for change in distribution should be sent to (plan OPR with phone number).
2. This plan fulfills the requirements of AFI XX-XXX. (Often our local plans are written to fulfill the requirement of various regulations or manuals. This paragraph is added to designate the specific document covered.)
3. This plan is effective upon receipt and for implementation upon notification of (whatever or whoever implements the plan). This plan supersedes the (unit designation) Plan XXX-XX, dated (DD(Full Month) YYYY), which will be destroyed IAW the applicable security directives.
4. This plan was coordinated with all tasked and supporting units during its preparation. All addressees will advise the OPR of any factors that may prevent the execution of this plan. Submit recommendations for changes within 60 days after receipt of the document.
5. This plan will be reviewed annually (or more often if directed) and updated as required. Changes must include the date and classification (if classified) of the basic plan.

6. This document is FOR OFFICIAL USE ONLY (FOUO) and does not fall within the scope of directives governing protection of information affecting the national security.

NOTE: If the plan is FOR OFFICIAL USE ONLY, add the following statement: (Although UNCLASSIFIED, it is FOR OFFICIAL USE ONLY IAW AFI 33-332, Air Force Privacy and Civil Liberties Program.)

NAME, Rank, USAF
Commander

Attachment:

19 AW PLAN XXX-XX

HQ 19 AW (MAJCOM)
LITTLE ROCK AFB AR 72099-5000
(DATE)

19 AW PLAN XXX-XX (OPR: 19 XXX/XXX)
SECURITY INSTRUCTIONS/RECORD OF CHANGES

1. The long title of this plan is 19th Airlift Wing Plan XXX-XX, (e.g., Little Rock Air Force Base Plan 001-12, Air Operations Security). The short title is 19 AW PLAN XXX-XX.
2. List overall classification required by the plan (at the least the plan should be "For Official Use Only"). Provide guidance for dissemination if the plan is classified.
3. Provide references for classification guidance if the plan is classified.
4. The security provisions of AFI 16-1404 and AFI 10-701, have been considered in the preparation of this plan. Every effort will be made to ensure all subsequent planning, preparation, and execution actions pertinent to this plan meet the requirements of these directives. Operations Security (OPSEC) is an analytical process used to deny an adversary Critical Information (CI) about our planning process and operations. During all phases of planning and execution of this plan, ensure the 5-step OPSEC process is applied; identify CI (what to protect), analyze the threat (who wants to gain this information), analyze the vulnerability, assess the risk (what risks are you willing to accept), and apply countermeasures. During all phases of planning and operations, every effort must be made to protect CI. Review the 19 AW, 314 AW, 189 AW, and 913 AG Critical Information List (CIL) to ensure familiarity with information an adversary can use to impact operations. Information list on the CIL must be encrypted when distributed through unclassified email. It may be distributed on Secure Internet Protocol Router (SIPR) or discussed in secure mode via vIPER or Voice over Secure Internet Protocol (VoSIP). Contact the Wing OPSEC Program Manager for assistance developing a CIL specific to this mission or questions regarding OPSEC at DSN 731-6585.

NOTE: Classified annexes will be identified with the proper classification authority and declassification or review instructions as required by DoD 5200.1-R/AFPD 31-4, *Information Security*, and as shown on this page.

5. Reproduction of this document in whole or part is prohibited except as required to prepare supporting plans.

RECORD OF CHANGES*

| CHANGE NUMBER | COPY NUMBER | DATE ENTERED | POSTED BY |
|---------------|-------------|--------------|-----------|
| | | | |
| | | | |

ANNUAL RECORDS REVIEW*

| DATE | NAME | COMMENTS |
|------|------|----------|
| | | |
| | | |

* NOTE: May be a separate page, if desired.

HQ 19 AW (MAJCOM)
LITTLE ROCK AFB AR 72099-5000
(DATE)

19 AW PLAN XXX-XX (OPR: 19 XX/XXX)
PLAN SUMMARY

1. PURPOSE. Briefly tell what purpose is to be achieved by executing the plan. Refer to the task assignment, if applicable, which is fulfilled by the plan. If this is a supporting plan, tell which plan it supports, including when applicable, plans prepared by commanders of Allied Forces.

2. CONDITIONS FOR IMPLEMENTATION

a. Situation. In this paragraph, summarize the situation that the plan addresses. Describe the conditions that warrant execution of the plan.

b. Statement. Include a statement substantially as follows: This summary gives the military decision-makers a brief recapitulation of the major aspects of this plan. Planning factors and estimates available at the time of preparation provide the basis for the plan and are subject to change as situations dictate. This plan requires annual review to ensure accuracy and suitability for the plan's purpose.

3. OPERATIONS TO BE CONDUCTED

a. Force Requirements. Summarize the force requirements in terms of assigned or supporting forces and augmentations required from other sources.

b. Employment. Indicate the general nature of operations to be conducted.

c. Support Plans. List the requirements for supporting plans, if any, required by subordinate and supporting commands or agencies.

4. KEY ASSUMPTIONS. List the key assumptions that are absolutely essential to the logic of the plan.

5. OPERATIONAL CONSTRAINTS. List all known constraints that directly affect the outcome of the plan.

6. TIME TO COMMENCE EFFECTIVE OPERATIONS. In a table, show the time schedule for completion of specific actions necessary for effective execution of the plan.

7. COMMAND RELATIONSHIPS. Summarize the command arrangements employed in executing the plan.

8. LOGISTICAL APPRAISAL. Provide estimate of logistic feasibility.

9. PERSONNEL APPRAISAL. Provide an estimate of personnel feasibility.

10. CONSOLIDATED LISTING AND IMPACT ASSESSMENT OF SHORT-FALLS AND LIMITING FACTORS. Provide a consolidated listing and impact assessment of force, movement, support shortfalls, and limiting factors that impact significantly the conduct of operations. Specify

the tasks that cannot be accomplished because of the shortfalls and the efforts to resolve them in the respective annex to the plan. Address additional forces, if any, recommended by the supported commander to reduce risk but not allocated by the services, in the Plan Summary. Do not list these forces in Appendix 2 to Annex A of the plan.

NOTE: Document a specific paragraph as “Not applicable” if the paragraph does not impact the plan.

CLASSIFICATION

HQ 19 AW (AMC)
LITTLE ROCK AFB AR 72099-5000
(DATE)

19 AW PLAN XXX-XX (OPR: 19 XX/XXX)
CLASSIFICATION GUIDANCE *(if required)*

1. Provide users with subjects requiring protection, if applicable, specifying the level of protection to be afforded those subjects and establishing the time period during which the protection must be continued.
2. Use the format in this illustrative model or another suitable format:

| SUBJECT REQUIRING PROTECTION | PROTECTION REQUIRED DURING | | | |
|------------------------------|----------------------------|---------------|---------------|---------------|
| | PLAN PHASE | PREP PHASE | EXEC PHASE | POST PHASE |
| Operation Code Word | (TS) | (S) | (C) | (C) |
| Concept of Operations | (TS) | (S) | (C) | (C) |
| Classification Guide | (C) | (C) | (U) | (U) |
| Date Operation Begins | (TS) | (TS) | (U) | (U) |
| Participating Units | (TS) | (C) | (U) | (U) |

NOTE: List any applicable area that requires protection.

CLASSIFIED BY:
DECLASSIFY ON:

HQ 19 AW (MAJCOM)
LITTLE ROCK AFB AR 72099-5000
(DATE)

19 AW PLAN XXX-XX (OPR: 19 XX/XXX)
TABLE OF CONTENTS AND LIST OF EFFECTIVE PAGES

| CONTENTS | PAGES |
|--|-------------------------------------|
| Security Instructions and Record of Changes | i |
| Plan Summary | ii |
| Classification Guidance (If classified) | iii |
| Table of Contents | iv through v |
| Basic Plan | 1 through 3 |
| ANNEX A, TASKED ORGANIZATION(S) | A - 1 |
| Appendix 1--Force Requirements | A - 1 - 1 |
| TAB A--Unit Tasking | A - 1 - A - 1 through A - 1 - A - X |
| Appendix 2--Shortfall Identification | A - 2 - 1 |
| ANNEX B, INTELLIGENCE | Not Used |
| ANNEX C, OPERATIONS | Not Used |
| ANNEX D, LOGISTICS | Not Used |
| ANNEX E, PERSONNEL | Not Used |
| ANNEX F, PUBLIC AFFAIRS | Not Used |
| ANNEX G, CIVIL AFFAIRS | Not Used |
| ANNEX H, METEOROLOGICAL AND OCEANOGRAPHIC SERVICES | Not Used |
| ANNEX J, COMMAND RELATIONSHIPS | Not Used |
| ANNEX K, COMMAND, CONTROL, AND COMMUNICATIONS SYSTEMS | Not Used |
| ANNEX L, OPERATIONS SECURITY | Not Used |
| ANNEX M, MAPPING, CHARTING, AND GEODESY | Not Used |
| ANNEX N, SPACE OPERATIONS | Not Used |
| ANNEX P, WARTIME HOST NATION SUPPORT | Not Used |
| ANNEX Q, MEDICAL SERVICES | Not Used |
| ANNEX R, CHAPLAIN ACTIVITIES | Not Used |

| CONTENTS | PAGES |
|--|---------------------|
| ANNEX S, TO BE PROVIDED UNDER SEPARATE COVER | S - 1 |
| ANNEX T, FORCE PROTECTION | Not Used |
| ANNEX U, INFORMATION MANAGEMENT | Not Used |
| ANNEX V, SAFETY | Not Used |
| ANNEX W, CIVIL ENGINEERING | Not Used |
| ANNEX X, EXECUTION CHECKLIST | X - 1 |
| ANNEX Y, REPORTS | Not Used |
| ANNEX Z, DISTRIBUTION | Z - 1 through Z - 2 |

NOTES:

1. The above lists all possible annexes. Annex designations for local plans may be realigned as required but if the OPR chooses to do so they can group several annexes in succession space conservation:

ANNEX E through ANNEX J Not Used

2. Appendix 1 to Annex A, the associated Tab, Appendix 2 to Annex A, and Annex S do not appear in this attachment. The page designations are provided only to show the format for proper designation.

3. Do not use the letters I and O as Annex designators.

4. Additional Annexes may be incorporated when necessary to permit distribution separate from the basic plan or when no provision is made in standard Annexes.

5. If an Annex, Appendix or Tab is not used, it needs to be annotated in the page column.

6. If an Annex, Appendix or Tab is to be published separately, or at a later date, enter the proper comment in the page column.

HQ 19 AW (AMC)
LITTLE ROCK AFB AR 72099-5000
(DATE)

19 AW PLAN XXX-XX (OPR: 19 XX/XXX)
BASIC PLAN

- REFERENCES:
- a. List any maps, charts, or documents needed to understand the basic plan, i.e., AFI XXX, date of document, Title of document, *italicized*.
 - b. Try to avoid listing documents not generally available to task organizations or that are common knowledge to normal operations. (However, HHQ plans supported must be listed.)

TASKED ORGANIZATIONS: As required. If listed in a separate chapter or appendix, provide reference.

1. SITUATION:

a. General. Describe the general environment that would establish the probable preconditions for execution of the plan.

b. Support Agencies

(1) Describe the operations of external units, other than those tasked to support this operation, which could have a direct significant influence on the operations envisaged in this plan.

(2) List the specific tasks of supporting units, commands, or governmental agencies that will directly support the execution of this plan.

c. Assumptions. List the assumptions on which the plan is based to include the conditions most likely to exist, or other conditions that are likely to have a significant impact on this plan or supporting plans. Assumptions should describe the conditions expected over which the commander has no control. These assumptions must be directly relevant to the development of this plan and supporting plans, and should express conditions that (if they do not occur as expected) would invalidate assumptions about specific aspects of the operation.

2. MISSION. State concisely the task and purpose to be carried out by executing this plan. This stated mission should be that of the commander originating the plan.

3. EXECUTION:

a. Concept of Operations. Although the entire concept of operations should be included in the basic plan, some plans must cover alternative courses of action for carrying out the mission. Others will require considerable detail to convey adequate guidance for the development of supporting plans. Accordingly, the entire concept may be placed in Annex C.

HQ 19 AW (AMC)
LITTLE ROCK AFB AR 72099-5000
(DATE)

b. General. The concept of operations is derived from the commander's decision that was arrived at through an estimate of the situation. The estimate states how the commander intends to carry out the mission.

(1) It should tell which units are involved, the schedule of operations, the general nature and purpose of operations to be conducted, and the interrelated or cross-service support, coordination, and cooperation necessary to execute the operations successfully.

(2) This concept should be sufficiently developed to show an estimate of the level of involvement.

c. Employment. The concept describes how the units are to be employed. It should outline plans for the use of any special equipment.

d. Tasks. In a separate lettered subparagraph, list each task assigned to each supporting unit. Each task should be a concise statement of a mission to be performed, either in further planning for the operation or in executing the plan. The task assignments should outline all of the actions that subordinate elements must perform to fulfill the concept of operations.

e. Coordinating Instructions. In the final subparagraph, list the instructions that apply to two or more elements of the command that are necessary to coordinate the operation, but do not belong in any specific Annex. Explain any terms that concern the timing of execution, as well as other operational terms that appear in the plan that are not defined elsewhere.

4. LOGISTICS AND ADMINISTRATION:

a. Concept of Logistics Support. Provide broad guidance on how logistics support will be furnished. Provide a general understanding of logistics support requirements and supply and sustainment plans. Use additional subparagraphs, as required, to describe the annexes for each major aspect of support (Logistics; Civil Affairs; Meteorological and Oceanographic Services; Mapping, Charting, and Geodesy; Wartime Host Nation Support; Medical Services; Engineering; Services; Force Protection).

b. Concept of Administrative Support. Provide broad guidance on how administrative support and information management will be conducted. Use additional subparagraphs, as required, to describe the annexes for each major aspect of administration and information management (Intelligence, Personnel, Public Affairs, Safety, Chaplain, Information Management, Reports, etc.).

5. COMMAND AND CONTROL:

a. Command Relationships. Identify the command and control relationships between participating units and commands and related items during plan execution. This information may be presented in Annex J; in that case, refer to this Annex.

b. Command Posts. List the designations and locations of each unit involved in executing the plan, if applicable. Give the location of any non-local C2 center involved and the time it opens and closes.

c. Succession to Command. Designate in order of succession the unit responsible for assuming command of the operation in specific applicable circumstances.

d. Command, Control and Communications Systems. Give a general statement of the scope and type of communications for the operation; refer to Annex K for details.

NAME, Rank, USAF
Commander

(The basic plan will be signed by the 19 AW/CC
or designated representative.)

ANNEXES: (List only those actually used)

A Tasked Organization(s)
X Execution Checklist
Y Acronyms
Z Distribution

HQ 19 AW (MAJCOM)
LITTLE ROCK AFB AR 72099-5000
(DATE)

ANNEX A TO 19 AW PLAN XXX-XX (OPR: 19 XX/XXX)
TASKED ORGANIZATIONS

| ORGANIZATION | SYMBOL |
|----------------------------|-----------|
| Wing Commander | 19 AW/CC |
| Public Affairs | 19 AW/PA |
| Safety | 19 AW/SE |
| Operations Group Commander | 19 OG/CC |
| Civil Engineering Squadron | 19 CES/CC |
| etc... | |

NOTE: As a minimum, list all major elements directly subordinate to the headquarters originating the plan. List (and designate as “support”) each organization that directly supports the operation, even though it is not under the operational command of the tasking commander. In addition, list each organization to be established specifically to implement the plan, such as provisional units. The level of detail set forth should be only what is necessary to convey a clear understanding of the significant forces to be committed to the operations.

(Signature Block of Annex OPR.)

Appendices: (NOTE: Possible listing.)

- 1--Time-Phased Force and Deployment List
- 2--Short-fall Identification

HQ 19 AW (AMC)
LITTLE ROCK AFB AR 72099-5000
(DATE)

ANNEX ? TO 19 AW PLAN XXX-XX (OPR: 19 XX/XXX)
FUNCTIONAL AREA

REFERENCES: List other plans, SOPs, and doctrinal guidance to be followed while conducting your functional area's operations IAW the statements in the Basic Plan.

TASKED ORGANIZATIONS: As required. If listed in a separate chapter or appendix, provide reference.

1. SITUATION:

a. General. Describe the general environment that would establish the probable preconditions for execution of the plan.

b. Support Forces. Describe the specific tasks of the functional areas that will directly support the execution of this annex.

c. Assumptions. List the assumptions on which this annex is based to include the conditions most likely to exist, or other conditions that are likely to have a significant impact on this annex or supporting appendices, tabs and exhibits. Assumptions should describe the conditions expected over which the unit commander has no control. These assumptions must be directly relevant to the development of this annex, supporting appendices, tabs, and exhibits, and should express conditions that (if they do not occur as expected) would invalidate assumptions about specific aspects of the operation.

2. MISSION. State concisely the unit's task and purpose to be carried out by executing this annex. This stated mission applies to the functional area originating the annex.

3. EXECUTION:

a. General. The concept of the unit's operations to be executed. It should tell which subunit operational entities are involved, the schedule of operations, the general nature and

purpose of operations to be conducted, and the interrelated or interunit support, coordination, and cooperation necessary to execute the operations successfully.

b. Tasks. Provide detailed guidance required for conducting operations.

4. ADMINISTRATION AND LOGISTICS:

a. Concept of Administrative Support. Provide detailed guidance on how administrative support and information management will be conducted. Use additional subparagraphs, as required, to describe each specific aspect of administration and information management.

b. Concept of Logistics Support. Provide specific guidance on how logistics support will be furnished. Provide an in-depth understanding of logistics support requirements and supply and sustainment plans. Use additional subparagraphs, as required, to describe the appendices, tabs or exhibits for which each functional area or unit is responsible.

5. COMMAND AND CONTROL:

a. Command Relationships. Identify the command and control relationships between a unit's operational entities and other units during the execution of this plan that are not presented in Annex J.

b. Command Posts. List the designations and locations of each functional area's focal point involved in executing this annex.

c. Succession to Command. Designate in order of succession the unit responsible for assuming command of the operation in specific applicable circumstances.

d. Command, Control and Communications Systems. Give a specific statement of the scope and type of communications utilized by the unit/functional area; refer to Annex K for details.

(Signature Block of Annex OPR.)

Appendices:

List Appendices to the annex as required. Follow this same listing format for Appendices that have Tabs, Tabs that have Exhibits, and Maps.

NOTE: The five paragraphs outlined above are suggested as the standard for preparing functional area annexes, appendices, tabs or exhibits. Although tailoring to specific requirements is allowed, these paragraphs should be included to the maximum extent possible. The OPR should determine the applicability of this format and reference the appropriate chapters of AFMAN 10-401V2 before drafting the annex, etc. The subparagraphs serve the needs of the functional area and are not mandatory designations as described above.

HQ 19 AW (AMC)
LITTLE ROCK AFB AR 72099-5000
(DATE)

ANNEX X TO 19 AW PLAN XXX-XX (OPR: 19 XX/XXX)
EXECUTION CHECKLIST

1. The purpose of this Annex is to specify actions to be accomplished, by organization, to ensure an orderly execution of this plan.

| | ACTION NOTIFICATION OF LRAFB SFPLAN ACTIVATION: | AGENCY | Complete Y/N/NA |
|----|--|---------------|----------------------------|
| 1. | Notify Commander | 19 AW/CP | |
| 2. | Etc... | 19 AW/XP | |

(Signature Block of Annex OPR.)

HQ 19 AW (MAJCOM)
LITTLE ROCK AFB AR 72099-5000
(DATE)

ANNEX Y TO 19 AW PLAN XXX-XX (OPR: 19 XX/XXX)
ACRONYMS

AMC – Air Mobility Command
AETC – Air Education and Training Command
C2 – Command and Control

HQ 19 AW (MAJCOM)
LITTLE ROCK AFB AR 72099-5000
(DATE)

ANNEX Z TO 19 AW PLAN XXX-XX (OPR: 19 XX/XXX)
DISTRIBUTION (SAMPLE)

DISTRIBUTION

No. OF COPIES *

HQ AMC, SCOTT AFB IL
A3O 1

| | |
|-------|---|
| 19 AW | |
| CC | 1 |
| DS | 1 |
| JA | 1 |
| PA | 1 |
| HC | 1 |
| SE | 1 |
| IG | 1 |
| CP | 1 |
| XP | 1 |

| | |
|---------|---|
| CCP | 1 |
| EO | 1 |
| 19 OG | |
| CC | 1 |
| 34 CTS | 1 |
| 41 AS | 1 |
| 61 AS | 1 |
| 19 OSS | |
| CC | 1 |
| IN | 1 |
| OSO | 1 |
| OSA | 1 |
| OST | 1 |
| 19 CPTS | |
| CC | 1 |
| 19 MDG | 1 |
| MDOS | 1 |
| MDSS | 1 |
| 19 MXG | |
| CC | 1 |
| 19 AMXS | 1 |
| 19 MXS | 1 |

(*NOTE: if the plan is classified, you must account for all copies and should number them sequentially to maintain that accountability.)

DISTRIBUTION

No. OF COPIES

| | |
|----------------|---|
| 314 AW/CC | 1 |
| 314 OG/CC | 1 |
| 314 MXG/CC | 1 |
| 189 AW/CC | 1 |
| 913 AG/CC | 1 |
| DRMO | 1 |
| Det 1, TRSS | 1 |
| DeCA | 1 |
| Det 327, AFOSI | 1 |
| 373 TRS, Det 4 | 1 |

(Signature Block of Annex OPR.)

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CLASSIFICATION
(overall plan)
Bottom only for FOUO

CLASSIFICATION
(overall plan)

Attachment 5

PLAN REVIEW CHECKLIST

| | | | |
|-------------------|---|-----|----|
| Plan: | | | |
| Checklist run by: | | | |
| | ACTION ITEM | Yes | No |
| | INITIAL: | | |
| | 1. Review the plan/change upon receipt. Annotate "INITIAL REVIEW" or "CHANGE (#) REVIEWED". | | |
| | 2. If a supplement/supporting plan is required, initiate the development of the plan. | | |
| | 3. If the plan affects lateral units who are not on distribution or subordinate units; notify them of the plan/requirements. | | |
| | 4. Notify the OPR of errors / changes. | | |
| | ANNUAL OPR REVIEW: | | |
| | 1. Estimate the necessary time for review, coordination, and issuance of a change/revision. | | |
| | 2. Issue a review letter to organizations who are tasked, or otherwise have an interest (usually all of the distribution list). | | |
| | 3. Review the contents and mark required changes on a working copy. | | |
| | 4. Review comments / recommendations from other units. Ensure comments are received from all interested organizations. | | |

| | | | |
|--|---|--|--|
| | <p>5. Produce change / revision if necessary.</p> <p>When to revise a plan. If the number of changes is less than 30% then an official change will be issued instead of a revision. Do not revise (i.e. rewrite) a plan merely to update organizational titles, distribution lists, series numbers and titles, signature elements, or references (unless these items cause significant problems or cause confusion).</p> <p>6. Annotate review completion. Forward letter signed by your Unit Commander to 19 AW/XP NLT the end of the anniversary month of the effective date of the plan. Failure to do so will result in “no annual review” status.</p> <p><u>COMMANDER'S BRIEFING:</u> Ensure that the commander and key positions/personnel are briefed on all plans annually and within 60 days of assignment. Ensure changes are briefed immediately.</p> | | |
|--|---|--|--|

Attachment 6

PLAN CHANGE/REVISION CHECKLIST

| | | | |
|-------------------|---|-----|----|
| Plan: | | | |
| Checklist run by: | | | |
| | ACTION ITEM | Yes | No |
| | <p>GENERAL:</p> <p>1. Is a page change used whenever extensive changes are involved, when charts are involved, or any time confusion could exist as to what needs to be changed?</p> <p>2. Is a distribution list attached?</p> <p>3. When one item is changes, are all related actions/items changed accordingly?</p> <p>4. Has the appropriate coordination been done?</p> <p>CHANGE LETTER OF TRANSMITTAL:</p> <p>1. Is the change properly sequenced?</p> <p>2. Is the change dated?</p> <p>3. Does the letter contain the required information? Does it explain, in brief terms, what has changed?</p> <p>4. Are pen-and-ink changes clear as to exactly what is changed to what?</p> <p>5. Are the pages to be changed accurately reflected and all attached, including reverses?</p> | | |

| | | | |
|--|--|--|--|
| | <p>PAGE CHANGES:</p> <ol style="list-style-type: none">1. Are the change number and date of the change listed under the page number?2. Is the date of the plan maintained (i.e., under the header)?3. Are changes highlighted with a vertical line in the left margin? Are the markings consistent with past changes (left side vs. outside)? <p>When to revise a plan. If the number of changes is greater than 30% then a revision will be issued instead of a change. Do not revise (i.e. rewrite) a plan merely to update organizational titles, distribution lists, series numbers and titles, signature elements, or references (unless these items cause significant problems or cause confusion).</p> | | |
|--|--|--|--|

Attachment 7**SAMPLE REVIEW LETTER**

(Unit Letterhead)

MEMORANDUM FOR (See Distribution)

(Date)

FROM: OPR

SUBJECT: Annual Review of Plan (XX, Title)

1. Little Rock AFB Plan (XX) is due for annual review during the month of (xxx).
2. Request addresses review LRAFB Plan XX and forward recommended changes to (OPR) NLT (Date)
3. Point of Contact for LRAFB Plan (XX) is (Name), (Phone).

FIRST M. LAST NAME, Rank, USAF
Title (OPR Division Chief or Commander)

Attachments

1. Distribution

1st Ind: _____

TO: (OPR Office Symbol)

(Date)

1. Annual review accomplished.
 - _____ a. Suggested changes are attached.
 - _____ b. No changes are required.
2. Unit point of contact is _____ ext. _____.

REVIEWER SIGNATURE, Rank, USAF

Title

Attachment 8

PLANS CONTINUITY BOOK FORMAT

TAB 1: Appointment Letter

Current Plans Representative (PR) Primary/Alternate appointment letter
PR Training Certificate

TAB 2: Quick Reference Checklist for implementing plans impacting the unit.

TAB 3: Staff Assistance Visit (SAV)

Copy of SAV Schedule
Blank Copy of SAV Checklist (19 AW/XP)
Copy of SAV Findings (Last 2 Yrs)
Copy of SAV Corrective Action (2Yrs)
Copy of Semi-Annual Self Inspection Checklist

TAB 4: Guidance and Instructions

AFMAN 10-401
LRAFBI 10-401
Plans Summary and Index 5

TAB 5: Training Documentation

TAB 6: Key Position/Personnel Briefing/Documentation

TAB 7: Annual Reviews

Annual Plans Review Documentation (ESSS, SSS, Email)

TAB 8: Unit Specific Items

Plans Locations (i.e., classified plans)

Attachment 9**SAMPLE INITIAL E-SSS COORDINATION FORMAT**

Subject: E-SSS Annual Review of Weather Support Plan (SUSPENSE: 12 Feb 16)

-----STAFF SUMMARY-----

AO: Lt Partly Cloudy, 19 OSS, 987-XXXX. This document is forwarded by 19 AW/XP on behalf of 19 OSS.

Suspense: 12 Feb 16

19 AW/DS

19 AW/PA Coord//
19 AW/CP Coord//
19 AW/HO Coord//
19 AW/JA Coord//
19 AW/CCP Coord//
19 AW/SE Coord//
19 CPTS/CC Coord//
19 AW/HC Coord//
19 AW/EO Coord//

19 MDG/CC

19 MDG/SGSX Coord//

19 MSG/CC

19 FSS/CC Coord//
19 CES/CC Coord//
19 SFS/CC Coord//
19 CS/CC Coord//
19 CONS/CC Coord//
19 LRS/CC Coord//

19 MXG/CC

19 AMXS/CC Coord//
19 MXS/CC Coord//

19 OG/CC

19 OSS/CC Coord//
34 CTS Coord//
41 AS/CC Coord//
61 AS/CC Coord//

314 AW/CC

314 AW/XP Coord//

314 AW/SE Coord//

314 MXG/CC

314 AMXS/CC Coord//

314 MOF/CC Coord//

314 OG/CC

48 AS/CC Coord//

62 AS/CC Coord//

714 TRS/CC Coord//

189 AW/CC

189 AW/XP Coord//

913 AG

913 AG/XP Coord//

Det 327 OSI/CC Coord//

Det 3 AMC/CC Coord//

373 TRS/CC Coord//

29 WPS/CC Coord//

1. PURPOSE: To conduct the annual review of the Little Rock Air Force Base (LRAFB) Weather Support Plan. Key players listed above, please review this plan thoroughly, check for accuracy and provide any suggested changes to the AO (Lt Cloudy) by 12 Feb 2016; completing the E-SSS (Format: //last name/rank/DD MMM YY/(with or without comment/)). Suggested changes should be as detailed as possible.

Note: Suggested changes should be as detailed as possible listing page number(s) and paragraph (use the attached Comment Resolution Matrix).

2. DISCUSSION/BACKGROUND: This plan outlines weather services for the 19th Airlift Wing (19 AW), 314th Airlift Wing (314 AW), 189th Airlift Wing (189AW), 913th Airlift Group (913 AG), 29th Weapons Squadron (29 WPS), and support organizations on LRAFB.

3. RECOMMENDATION: Group Commanders please task Squadron Commanders or Agency Chiefs identified above to review and provide inputs by 12 Feb 2016; negative replies are required. Inputs should be consolidated using the Comment Resolution Matrix (CRM) (Atch 2). Once squadron and agency inputs are received, 19 AW/XP will update the draft and forward it to 19 AW and tenant Group Commanders for their coord. These inputs will be incorporated into a final draft which will be staffed to Tenant Wing/Group/CCs and then to the 19 AW/CC for final approval.

4. Attachments 3:

1. Draft LRAFB Weather Plan

2. Blank Comment Resolution Matrix
3. Unit Plans Representatives

//SIGNED//

ALWAYS WRIGHT, GS-11, USAF

Chief, Wing Plans

DSN 731-XXXX, Comm (501) 987-XXXX

Attachment 10

SAMPLE GROUP COMMANDER E-SSS COORDINATION FORMAT

-----STAFF SUMMARY-----

AO: Lt Cloudy, 19 OSS, 987-XXXX. This document is forwarded by 19 AW/XP on behalf of 19 OSS.

Suspense: 12 Feb 16

| | |
|------------|---------|
| 19 OG/CC | Coord// |
| 19 MSG/CC | Coord// |
| 19 MXG/CC | Coord// |
| 19 MDG/CC | Coord// |
| 314 MXG/CC | Coord// |
| 189 AW/XP | Coord// |
| 913 AG/CC | Coord// |

1. PURPOSE: To conduct a final review of the Little Rock Air Force Base (LRAFB) Weather Support Plan. 19 AW Group/Tenant Group Commanders listed above, please complete final review of the attached plan thoroughly, check for accuracy, and provide...

Note: Suggested changes should be as detailed as possible listing page number(s) ...

2. DISCUSSION/BACKGROUND: This plan outlines weather services for the 19 AW, 314 AW, 189 AW, 913 AG, 29 WPS, and support organizations on LRAFB.

3. RECOMMENDATION: Request 19th Airlift Wing/Tenant Group Commanders listed above complete final review (Note: Subordinate units have already coord'd). Wing/Tenant Group/CCs, please coordinate on plan and reply with ...

4. Attachments 4:

1. Consolidated CRM
2. LRAFB Weather Support Plan
3. Initial E-SSS coordination
4. Blank CRM

AO: Lt Cloudy, 19 OSS, 987-XXXX.

V/r

//SIGNED//

ALWAYS WRIGHT, GS-11, USAF

Chief, Wing Plans

DSN 731-XXXX, Comm (501) 987-XXXX

Attachment 11**SAMPLE TENANT WING COMMANDER E-SSS COORDINATION FORMAT**

-----STAFF SUMMARY-----

AO: Lt Cloudy, 19 OSS, 987-XXXX. This document is forwarded by 19 AW/XP on behalf of 19 OSS.

Suspense: 12 Feb 16

314 AW/CC Coord//
189 AW/CC Coord//

1. **PURPOSE:** To conduct a final review of the Little Rock Air Force Base (LRAFB) Weather Support Plan. Tenant Wing Commanders listed above, please complete final review of the attached plan thoroughly, check for accuracy, and provide any suggested changes directly to the AO by the suspense date and initial/date by the allotted line.

Note: Suggested changes should be as detailed as possible listing page number(s) and paragraph (use the attached Comment Resolution Matrix).

2. **DISCUSSION/BACKGROUND:** This plan outlines weather services for the 19 AW, 314 AW, 189 AW, 29 WPS, 913 AG and support organizations on LRAFB.

3. **RECOMMENDATION:** Request Tenant Wing Commanders listed above complete final review (Note: Subordinate units have already coord'd). Wing/CCs please coordinate on plan and reply with concur/suggested changes and provide all responses to the AO. Once all coordination is complete, the final package will be staffed for 19 AW/CC signature.

4. Attachments 5:

1. Consolidated CRM
2. LRAFB Weather Support Plan
3. Initial E-SSS Coordination
4. Group Commander E-SSS Coordination
5. Blank CRM

V/r

//SIGNED//

ALWAYS WRIGHT, GS-11, USAF
Chief, Wing Plans

DSN 731-XXXX, Comm (501) 987-XXXX

Attachment 12

SAMPLE STAFF SUMMARY SHEET (SSS) AF IMT 1768

| STAFF SUMMARY SHEET | | | | | | | |
|---|--------------|--------|-------------------------------------|----------------|--------------|------------------|-------------------------------------|
| | TO | ACTION | SIGNATURE (Surname), GRADE AND DATE | | TO | ACTION | SIGNATURE (Surname), GRADE AND DATE |
| 1 | 19 AW/DS | Coord | Click to sign | 6 | 19 AW/CCS | Coord | Click to sign |
| 2 | 19 AW/CCE | Coord | Click to sign | 7 | 19 AW/CC | Sign | Click to sign |
| 3 | 19 AW/CCC | Coord | Click to sign | 8 | | | Click to sign |
| 4 | 19 AW/CVS | Coord | Click to sign | 9 | | | Click to sign |
| 5 | 19 AW/CV | Coord | Click to sign | 10 | | | Click to sign |
| SURNAME OF ACTION OFFICER AND GRADE | | | SYMBOL | PHONE | | TYPISTS INITIALS | SUSPENSE DATE |
| Donald Clements, GS-11, DAF | | | 19 AW/XP | (501) 987-3529 | | DLC | 20160428 |
| SUBJECT | | | | | | | DATE |
| Annual Review of LRAFB Reception Beddown Plan 102-16 | | | | | | | 20160328 |
| SUMMARY | | | | | | | |
| <p>1. PURPOSE: To complete annual review of LRAFB Reception Beddown Plan 102-16 (Tab 5).</p> <p>2. BACKGROUND: This plan provides standardized and predictable actions to receive aircraft, personnel and equipment on short notice due to natural or man-made disasters, as well as Federal Emergency Management Agency (FEMA), Aeromedical Evacuations (AE), AMC Continuity of Operations (COOP), Federal Bureau of Investigation (FBI) and other like events. It is the primary reference document for use by all LRAFB organizations preparing for and implementing reception/beddown actions.</p> <p>3. DISCUSSION: This plan has been electronically staffed and comments/updates from each tenant unit, squadron and group have been included in this plan (Tab 1, 2 and 3). All 19 AW Group, Squadron and Tenant unit commanders, as well as Office of Primary Responsibility (OPR) for this plan, have accepted all Comment Resolution Matrix (CRM) inputs (Tab 4). Rejected and Partially accepted comments will have written responses.</p> <p>4. RECOMMENDATION: Request 19 AW/CC review and sign (Tab 5).</p> <p>//Signed/RED/28 Mar 2016// RONALD E. DECKER, GS-13, DAF Chief, Wing Plans and Programs</p> <p>5 Tabs: 1. Squadron/Tenant unit commander coordination 2. Group/Tenant Group commander coordination 3. Tenant Wing commander coordination 4. Final Comment Resolution Matrix 5. "DRAFT" LRAFB Reception Beddown Plan 102-16</p> | | | | | | | |